Automated Land and Mineral
Record System
ALMRS

Volume 15

Leases and Permits

For:

U.S. Department of the Interior
Bureau of Land Management
ALMRS-GIS Project Office - DSC
Denver Federal Center
Denver, Colorado 80225

By:

National Systems & Research Co.
7150 Campus Drive, Suite 255
Colorado Springs, Colorado 80920
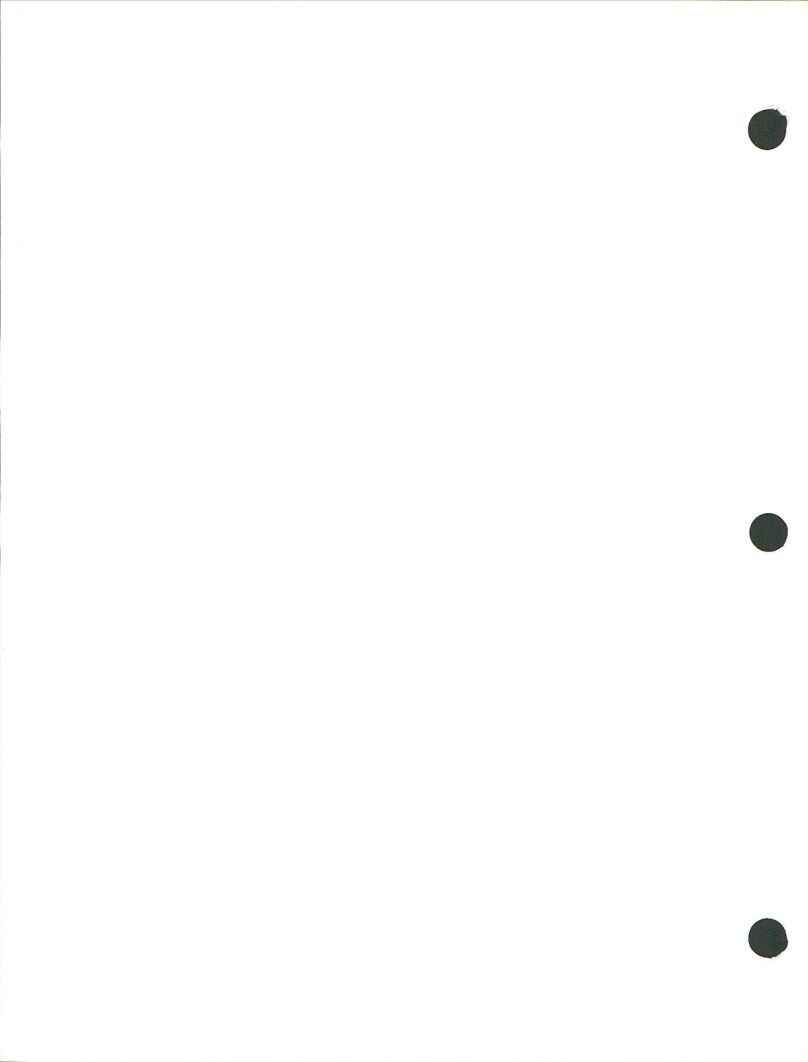
TABLE OF CONTENTS

CHAPTER

CHAPTER 1

INTRODUCTION

This document describes the current system for processing the leasing of lands pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. 2911 – Airport;

2. 2912 – Recreation and Public Purposes Act; and

3. 2920 – Leases, Permits, and Easements.

The 2900 series includes five kinds of land use authorizations: airport, R&PP, and section 302 leases, permits, and easements. This document does not include 2916, Alaska Fur Farm. Leases authorize uses of public lands that often involve substantial construction, development, or land improvement and the investment of large amounts of capital which are to be amortized over time.

An airport lease under 43 CFR 2911 can authorize a public airport on land not to exceed 2560 acres. Land that can be used is "any contiguous, unreserved, and unappropriated public land" (connected, not reserved for purposes such as hydro or the military, and not appropriated for purposes such as mining).

The Recreation and Public Purposes (R&PP) Act under 43 CFR 2912 is used for non-profit or government entities to acquire federal lands through lease or patent for recreation or other public purpose (e.g., waste treatment, cemetery). They can obtain the land at less than fair market value. Note that R&PP sale comes under 2740.00; an R&PP lease is often the first step in an R&PP sale, except in those cases where the lands are restricted to leasing.

INTRODUCTION

A section 302 lease conveys a possessory interest and is issued for a term, determined by the authorized officer, that is consistent with the time required to amortize the capital investment. Thus, a lease may be a long term, high investment agreement, authorizing facilities such as boat launching docks. Fair market rental is always charged for lease under 2920, even for governmental entities. Section 302 leases are used only for land uses that cannot be authorized under other legal authority.

Permits authorize use of public lands for not more than three years that involve either little or no land improvement, construction, or investment that can be amortized within the term of the permit. A permit conveys no possessory interest. It is revocable at the discretion of the authorized officer. Examples might be beehives, stack hay, or agricultural use--short term, low investment. Permits are used when no other appropriate legal authority (e.g., special Recreation Permit or Rights-of-Way) is available.

Easements may be used to assure that uses of public lands are compatible with non-Federal uses occurring on adjacent or nearby land. The terms of the easement shall be determined by the authorized officer. An easement is a way of securing interest in federal lands for the land owner's protection. For example, someone might want a tree screen on federal land next to the private property to protect the private land from viewing a dump. The easement will protect the trees from cutting (planting of trees requires a lease). Or someone has a home next to BLM land and does not want the government to develop the land, so applies for an easement. The BLM charges a fee because the easement is enhancing the value of the private land and restricts the use and value of the public land.

Leases may require action at the State, District, or Area offices. Depending on the delegations of authority, applications may be received and processed and authorizations issued at the State, District, or Area Office level. Once the lease is issued, follow-on action usually takes place at the Resource Area office.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the lease program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

CHAPTER 2

DATA FLOW DIAGRAMS

The current leases and permits program is presented here as a series of data flow diagrams that show the sources and destinations of data, identify and name processes, identify and name data that connect sources and destinations of data, and describe data stores that are accessed. Each function may be broken down into a more detailed flow diagram. The hierarchical structure of each process is identified by decimalized identifiers.

When it is no longer useful to decompose a process, the process and its logic are described by input/process/output narratives. This process is said to be at a primitive level.

Standard representations on the DFDs are:

1. an ellipse is a process;

2. a rectangle is an external entity (generally outside of BLM control);

3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);

4. a line is a data flow;

5. arrows at the ends of lines indicate the direction data is flowing;

6. two parallel lines are a data store (generally representing logical groupings of data rather than individual records or data components).

LEASES AND PERMITS VISUAL TABLE OF CONTENTS

OVERALL STRUCTURE (DFD#2/LEASES&PERMITS) 11/17/87 TMB
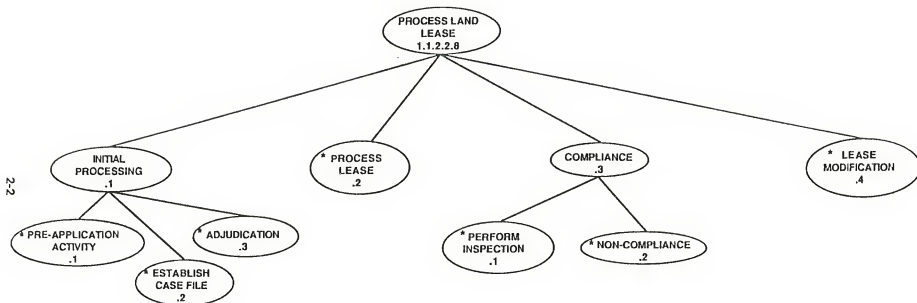
CASE TYPE: LEASES & PERMITS
DIAGRAM NAME: PROCESS LAND LEASE
IDENTIFIER: 1.1.2.2.8

DFD: 1 OF 3
DATE: 4/2/87
LEVEL: 5
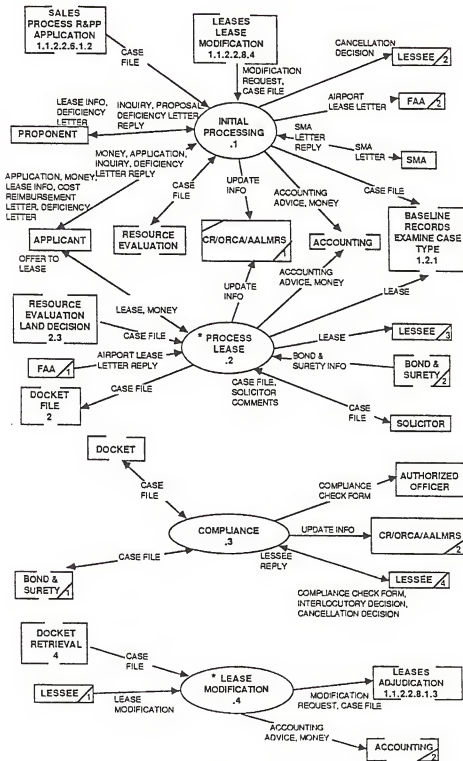
CASE TYPE: LEASES & PERMITS
DIAGRAM NAME: INITIAL PROCESSING
IDENTIFIER: 1.1.2.2.8.1

DFD: 2 OF 3
DATE: 4/2/87
LEVEL: 6

2-4

CASE TYPE: LEASES & PERMITS
DIAGRAM NAME: COMPLIANCE
IDENTIFIER: 1.1.2.2.8.3

DFD: 3 OF 3
DATE: 4/2/87
LEVEL: 6
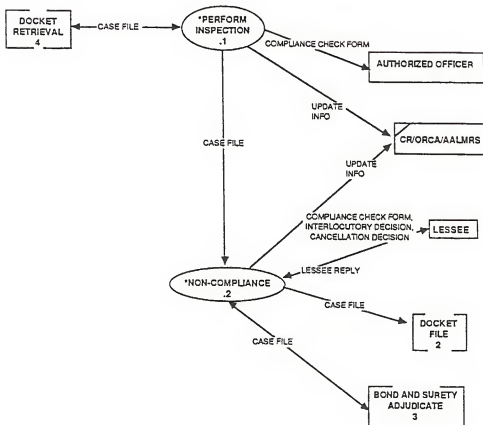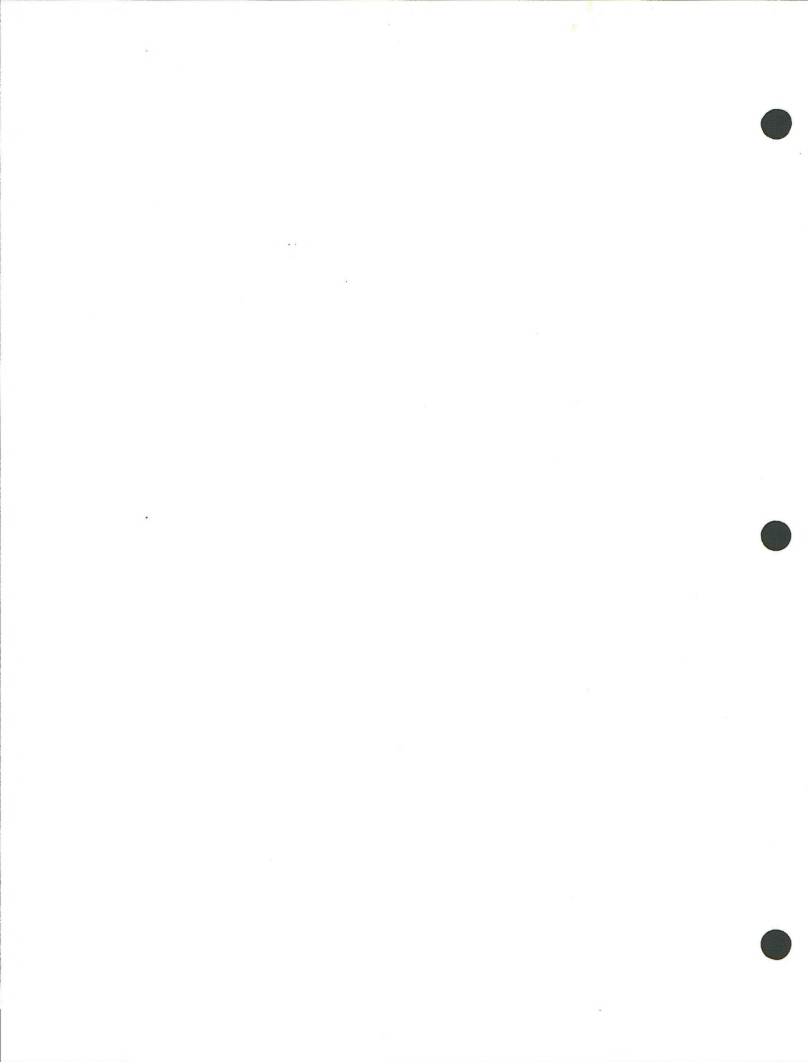
CHAPTER 3

PROCESS LIST

The following table lists all processes defined on the Data Flow
Diagrams appearing in Chapter 2. The Chapter 2 page reference is next
to each process. If the process is at a primitive level, i.e.
functionally decomposed to a level at which no benefits are derived
from further decomposition, a reference to the Chapter 4 narrative for
that process is also listed.

PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.2.2.8.1.3	Adjudication	7	2-4	4-6
1.1.2.2.8.3	Compliance	6	2-3	
1.1.2.2.8.1.2	Establish Case File	7	2-4	4-4
1.1.2.2.8.1	Initial Processing	6	2-3	
1.1.2.2.8.4	Lease Modification	6	2-3	4-17
1.1.2.2.8.3.2	Noncompliance	7	2-5	4-15
1.1.2.2.8.3.1	Perform Inspection	7	2-5	4-14
1.1.2.2.8.1.1	Pre-Application Activity	7	2-4	4-2
1.1.2.2.8.2	Process Lease	6	2-3	4-10

CHAPTER 4

INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;

2. the identifier or process number;

3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);

4. a general description of the process;

5. any applicable policies and procedures;

6. any constraints that may affect processing; and

7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Chapter 2.

Process Name: Pre-Application Activity

Identifier: 1.1.2.2.8.1.1

Parent Process Name: Initial Processing

Description: Before the lease application is completed and
                       turned into the BLM, the applicant usually meets
                       with the Realty Specialist to accomplish
                       preliminary work. The inquiry for the 2920
                       process usually starts with a written proposal.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Inquiry	The Realty Specialist receives an Inquiry from the prospective applicant or proponent.	
	For 2920 processing, the inquiry consists of a written pre-proposal. In other cases, the inquiry is considered pre-application and can be written or oral.	
	The Realty Specialist checks applicable regulations and land use plan and notes probable stipulations. The specialist may conduct a field review.	
	As necessary, the Realty Specialist consults with the applicant/proponent to determine land availability and conformity of proposed use with approved land use plans, to explain associated statutory and regulatory requirements, to familiarize applicant/proponent with management responsibilities, and to identify potential conflicts.	

Input	Process	Output
	The Realty Specialist provides Lease Information, including an estimate of money for rental, NORA, ads, etc., to the prospective applicant or proponent.	Lease Information

Process Name: Establish Case File

Identifier: 1.1.2.2.8.1.2

Parent Process Name: Initial Processing

Description: The 2900 lease process begins when an application
                     or proposal comes into a BLM office, usually the
                     District or Area office. An application is used
                     for Airport and R&PP leases, a proposal for
                     section 302 leases (the application is submitted
                     later after the publication of the NORA).

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Application Proposal Money	Receive an Application (letter or form), Proposal, and Money (when required) from an applicant or proponent.	
	If application fee is required and none is included, or is under the correct amount, (e.g., R&PP and Airport require $100) send Application and Money to the applicant.	Application Money
	Date/time stamp the application.	
	Assign Serial Number.	
	Prepare an Accounting Advice, and send it and Money to Accounting (FMS). A copy remains with the case file along with a copy of the check.	Accounting Advice Money

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Update Case Recordation/ORCA with Update Information (not all states do this at this point).	Update Information
	Build case file including: copy of check (optional), Accounting Advice, application, Serial Register Page (SRP) from Case Recordation/ORCA, Plat.	
	Send Case File to Adjudication.	Case File

Process Name: Adjudication

Identifier: 1.1.2.2.8.1.3

Parent Process Name: Initial Processing

Description: The application is adjudicated in the office
                     where processing authority is delegated. The CFR
                     contains provisions for a competitive lease,
                     although it occurs infrequently. If it were
                     necessary, it could be accomplished in this
                     process by determining fair market rental and
                     conducting a lease bid. Both rental and
                     noncompetitive bid will be based on fair market
                     rental. In addition, this process handles those
                     2700 R&PP sales cases that require R&PP leasing.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Receive the Case File from Establish Case File for Airport, R&PP, and Section 302 Leases, Easements, and Permits.	
Case File	Receive Case File from 2720 Sales, Process R&PP Application, for those sales cases that require a R&PP lease first.	
	Check and verify: -if land is available for the particular action. -if applicant or proponent is qualified to file. Each case type has specific requirements (e.g., R&PP — applicant is nonprofit or government entity, airport manager — financially and technically capable).	

Input	Process	Output
	-if applicant or proponent is authorized to hold property in the particular state (e.g., check for valid articles of incorporation, statutory authority or nonprofit incorporation documents). -if all requirements of law are met, legal description is correct, and no errors in the application.	
Modification Request Case File	Receive Modification Request and Case File from Lease Modification.	
	Check the modification to determine what action needs to be taken to process the modification. Incorporate the modification into lease processing as needed.	
	If the Modification Request is for cancellation, prepare for the authorized officer a Cancellation Decision and send it to the lessee.	Cancellation Decision
	If there are problems with the application, proposal, or modification request, send a Deficiency Letter to the applicant or proponent.	Deficiency Letter
Deficiency Letter Reply	Receive Deficiency Letter Reply from the applicant or proponent with corrected information.	

Input	Process	Output
	For Section 302 Leases, Easements, and Permits, a Notice of Realty Action (NORA) is required before an application can be filed by the proponent. Send Case File to Resource Evaluation.	Case File
Case File	Receive Case File from Resource Evaluation with NORA information.	
Application	Receive Application from an Applicant for a Section 302 Lease, Easement, or Permit. The application must contain the required information for the action requested and, in addition, reference the proposal that had already been submitted. Check and verify the application similar to what has been indicated earlier in this process. In addition, the application must meet the requirements of the NORA. Section 302 Leases, Easements, and Permits (rental over $250/year) require a Cost Reimbursement. Compute reimbursable costs based on administrative, staffing, and transportation costs. Discuss with BLM personnel and check regulations.	

Input	Process	Output
	To obtain cost reimbursement, send a Cost Reimbursement Letter to the Applicant.	Cost Reimbursement Letter
Money	Receive Money from the applicant with the cost reimbursement.	
	Prepare Accounting Advice and send Accounting Advice and Money to Accounting (FMS).	Accounting Advice Money
	It may be necessary to notify an SMA of the lease action (e.g., FERC for power line development, holding agency if land was a withdrawal). If necessary, send SMA Letter to the SMA.	SMA Letter
SMA Letter Reply	Receive SMA Letter Reply from the SMA and add the information to the Case File.	
	For Airport leases, send Airport Lease Letter to the FAA.	Airport Lease Letter
	Update Case Recordation/ORCA with Update Information.	Update Information
	Send Case File to Records for posting.	Case File
Case File	Receive Case File from Records.	
	Send Case File to Resource Evaluation to prepare EA/Land/Mineral Report and Appraisal,including, as appropriate, newspaper and Federal Register publication.	Case File

Process Name: Process Lease

Identifier: 1.1.2.2.8.2

Parent Process Name: Process Land Lease

Description: All the relevant information needed for the lease
                       is collected and the final lease is prepared.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Receive the Case File from Resource Evaluation, including the EA/Land/Mineral Report and the Appraisal Report.	
	R&PP Lease:	
	If the lease is a R&PP lease, input Update Information to Case Recordation/ORCA indicating that the classification is final.	Update Information
	Prepare the Offer to Lease indicating stips. Mail the Offer the Lease to the applicant indicating if any rental money is owed the BLM.	Offer to Lease
Lease Money	Applicant sends signed Lease and Money, if applicable. If there is money, prepare an Accounting Advice and send the Accounting Advice and Money to Accounting (FMS).	Accounting Advice Money
	If there is an annual billing, prepare and send an Accounting Advice to Accounting (DSC). DSC enters it into the Automated Lease Management System (ALMS).	Accounting Advice

Input	Process	Output
	Check the case file, add date, generate cover letter for the Authorized Officer and, when signed, send the Lease to the lessee.	Lease
	Input Update Information to Case Recordation/ORCA.	Update Information
	Send copy of Lease to Records for posting.	Lease
	Send Case File to Docket.	Case File
	Airport Lease:	
Airport Lease Letter Reply	Receive an Airport Lease Letter Reply from the FAA and incorporate the letter into the case file.	
	Input Update Information into Case Recordation/ORCA indicating that the classification is final.	Update Information
	Estimate money (rental, NORA, ads, etc.) owed by the applicant. Prepare Offer to Lease and stips and mail the Offer to Lease to the applicant.	Offer to Lease
Lease Money	Applicant returns signed Lease and Money. Prepare an Accounting Advice and send Accounting Advice and money to Accounting (FMS).	Accounting Advice Money
	If there is an annual billing, prepare and send an Accounting Advice to Accounting (DSC). DSC enters it into the Automated Lease Management System (ALMS).	Accounting Advice

Input	Process	Output
	Check the case file, add date, generate cover letter for the Authorized Officer and, when signed, send the Lease to the lessee.	Lease
	Input Update Information to Case Recordation/ORCA.	Update Information
	Send copy of Lease to Records for posting.	Lease
	Send Case File to Docket.	Case File
	Leases, Permits, and Easements:	
	If bonding is required, send copy of application to Bond and Surety.	Application
Bond and Surety Information	Receive Bond and Surety Information from Bond and Surety.	
	As appropriate, in accordance with state direction, send Case File to the Field Solicitor for review.	Case File
Case File Solicitor Comments	Receive Case File and Solicitor Comments from the Solicitor. Add comments to the Case File.	
	Estimate rental money owed by the applicant.	
	Prepare the Offer to Lease and stips and send the Offer to Lease to the applicant.	Offer to Lease

Input	Process	Output
Lease Money	Applicant returns signed Lease and Money. Prepare an Accounting Advice and send the Accounting Advice and money to Accounting (FMS).	Accounting Advice Money
	If there is an annual billing, prepare and send an Accounting Advice to Accounting (DSC). DSC enters it into the Automated Lease Management System (ALMS).	Accounting Advice
	Check the case file, add date, generate cover letter for the Authorized Officer and, when signed, send the Lease to the lessee.	Lease
	Input Update Information to Case Recordation/ORCA.	Update Information
	Send copy of Lease to Records for posting.	Lease
	Send Case File to Docket.	Case File

Process Name: Perform Inspection

Identifier: 1.1.2.2.8.3.1

Parent Process Name: Compliance

Description: The post-lease inspection to ensure that all of
                     the stips are met. Usually the Realty Specialist
                     serves as the field inspector and conducts a
                     notice/no-notice inspection on all leases.
                     Construction or problem leases might increase the
                     frequency of the inspection.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Receive the Case File from Docket based on future action suspense or public input.	
	Examine the case file to review stips and conduct an inspection of the lease area.	
	Complete a Compliance Check Form and send it to the Authorized Officer and post it in the case file.	Compliance Check Form
	If the lessee is not in compliance with the stips (including nonpayment of rent and nonuse), send the Case File to Noncompliance for a followup.	Case File
	Input Update Information into Case Recordation/ORCA.	Update Information
	If in compliance, send the case file to Docket.	Case File

Process Name: Noncompliance

Identifier: 1.1.2.2.8.3.2

Parent Process Name: Compliance

Description: If the lessee is not in compliance, take action
                       to enforce the stips or cancel the lease.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Receive the Case File from Perform Inspection if the lessee is found to be not in compliance.	
	The Compliance Check Form and a time to correct the problem are sent to the lessee. The form may include an immediate temporary suspension.	Compliance Check Form
Lessee Reply	Receive the Lessee Reply from the Lessee indicating that the problem has been resolved. This may include a request for permission to resume. If necessary, perform another inspection.	
	If the problem is not resolved, issue an Interlocutory Decision in the name of the Authorized Officer, giving the lessee a time period to come into compliance.	Interlocutory Decision

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Lessee Reply	Receive the Lessee Reply from the Lessee indicating that the problem has been resolved. If necessary, perform another inspection.	
	If the problem is not resolved, give the lessee, as appropriate, an opportunity for a hearing or IBLA appeal, and issue a Cancellation Decision in the name of the Authorized Officer, cancelling the lease.	Cancellation Decision
	If the lease is cancelled, it must be taken out of the automated billing system. Prepare an Accounting Advice and send it to Accounting (DSC) to update ALMS.	Accounting Advice
	Perform an inspection to ensure that the site has been restored to its pre-use condition.	
	Input Update Information into Case Recordation/ORCA.	Update Information
	If bonding had been involved, send Case File to Bond and Surety to release the bond.	Case File
Case File	Receive Case File from Bond and Surety.	
	Send the Case File to Docket.	Case File

Process Name: Lease Modification

Identifier: 1.1.2.2.8.4

Parent Process Name: Process Land Lease

Description: Process used to modify or cancel an existing 2900
                       lease. This does not include the inspection
                       noncompliance area. This process includes
                       amendment and renewal. Transfer is covered in
                       the Global Process Assignment.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Lease Modification Money	Receive a Lease Modification and Money, as required, from a Lessee.	
	Prepare Accounting Advice and send it and the Money to Accounting (FMS).	Accounting Advice Money
Case File	Receive Case File from Docket.	
	Determine if it is necessary to conduct a further study or to get outside information before granting approval for the request.	
	Send a Modification Request and Case File to Adjudication to start the modification process.	Modification Request Case File
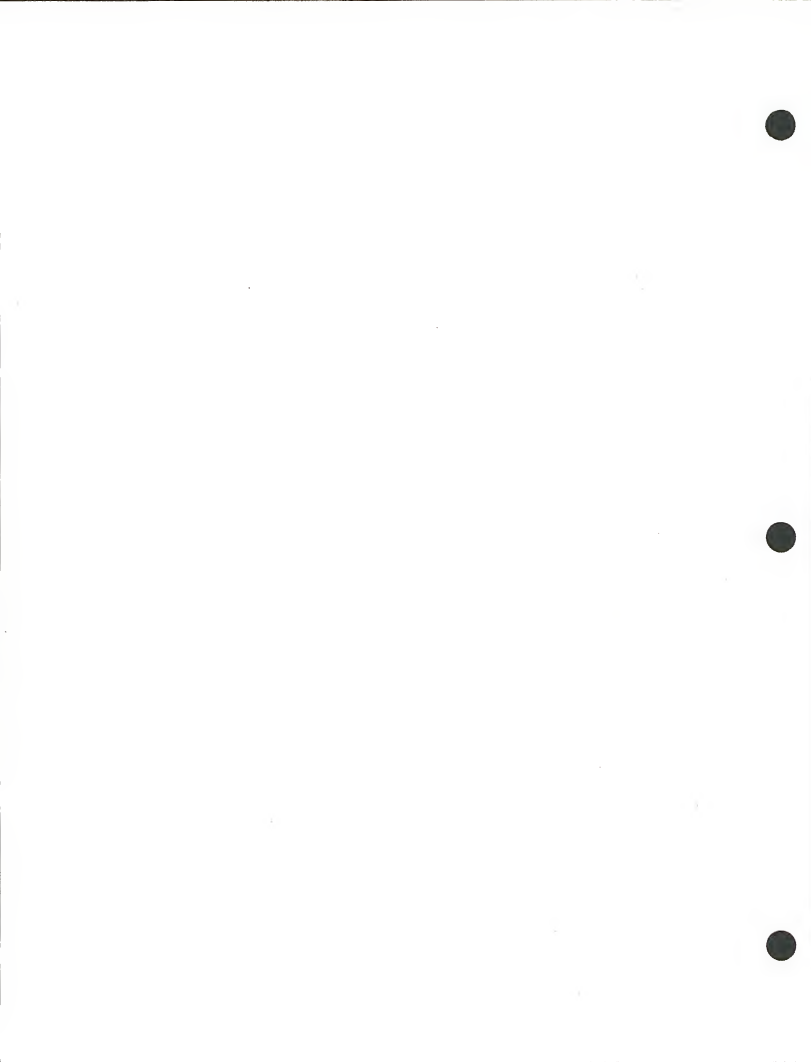
CHAPTER 5

DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;

2. mnemonic or abbreviation, as necessary;

3. description of uses and characteristics;

4. data type (i.e. set, record, data aggregate, element);

5. security considerations for both retrieval and update; and

6. definition (used primarily for composite data).

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Accounting Advice
Abbreviation	
Description	BLM form used to account, distribute, and refund monies or information.
Data Type	Record
Ability to View	All
Ability to Update	Accounting, Adjudication
Definition	Applicant's name/address + application serial number + amount of monies received + date + lease status information

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Airport Lease Letter
Abbreviation	
Description	Letter used by the BLM to get FAA approval or disapproval for an airport lease.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Applicant name/address + application serial number + date + airport lease information

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Airport Lease Letter Reply
Abbreviation	
Description	Letter used by the FAA to approve or disapprove a request for an airport lease.
Data Type	Record
Ability to View	All
Ability to Update	FAA
Definition	Applicant's name/address + application number + date of submittal + FAA recommendation + stipulations

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Application
Abbreviation	
Description	The form used by an applicant to file for an airport and R and PP lease and Section 302 lease, permit, and easement.
Data Type	Record
Ability to View	All
Ability to Update	Applicant
Definition	Applicant name/address + application number + legal description of land + specific request + justification

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bond and Surety Information
Abbreviation	
Description	Information about bonding information from the Bond and Surety system.
Data Type	Record
Ability to View	All
Ability to Update	Adjudication
Definition	Lessee/applicant name/address + case description + serial number + bonding information

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Cancellation Decision
Abbreviation	
Description	Letter used by the Authorized Officer to cancel a lease.
Data Type	Record
Ability to View	All
Ability to Update	Authorized Officer
Definition	Lessee name/address + legal description + serial number + effective date + reason for cancellation + appeal process

Data Name	Case File
Abbreviation	
Description	A Case File contains all information pertaining to one particular lease.
Data Type	Set
Ability to View	Controlled by Docket
Ability to Update	BLM, Public
Definition	Application + accounting advice + status plats + SMA report + lease + SRP + photos + supporting documentation (including EA/Land/Mineral Report, Appraisal Report, Solicitor Comments, NORA Information)

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name   Compliance Check Form

Abbreviation

Description   Form used to notify a lessee that there is a
                     problem with the lease.

Data Type   Record

Ability to View

Ability to Update   Technical Specialist

Definition   Lessee name/address + serial number + date of
                     inspection + problem area + time to correct
                     problem + narrative

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Cost Reimbursement Letter
Abbreviation	
Description	Letter used to notify an applicant of the cost reimbursement amount owed to the BLM.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Applicant name/address + legal description + serial number + cost breakdown + cost + method of payment

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name   Deficiency Letter

Abbreviation

Description   Letter used by the examiner to notify the
                        applicant or proponent that there is a problem
                        with the application/proposal.

Data Type   Record

Ability to View   All

Ability to Update   Examiner

Definition   Applicant/proponent name/address + serial number
                        + legal description + type of lease +
                        application/proposal problem + date

Data Name	Deficiency Letter Reply
Abbreviation	
Description	Letter used by the applicant/proponent to pass corrected information to the BLM.
Data Type	Record
Ability to View	
Ability to Update	Applicant, Proponent
Definition	Applicant/proponent name/address + application number + legal description + type of lease + identified problem + corrected information + date

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Inquiry
Abbreviation	
Description	A prospective applicant/proponent for a 2900 lease requests a meeting with the realty specialist to determine if the plan meets BLM regulations and stips. The inquiry may be in writing or oral.
Data Type	Record
Ability to View	All
Ability to Update	Applicant, Proponent
Definition	Applicant/Proponent name/address + type of lease + legal description + specific information

Data Name   Interlocutory Decision

Abbreviation

Description   Letter used by the authorized officer to attempt
                       to get the lessee to come into compliance because
                       of a problem with the lease.

Data Type   Record

Ability to View   All

Ability to Update   Authorized Officer

Definition   Lessee name/address + serial number + legal
                       description + type of lease + problem area +
                       problem history + compliance order

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Lease
Abbreviation	
Description	Contract between the U.S. and the lessee allowing the lessee to use the land for the stated purpose.
Data Type	Record
Ability to View	All
Ability to Update	Adjudication, Authorized Officer
Definition	Lessee name/address + serial number + legal description + date of lease + type of lease + stipulations + rental information

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name   Lease Information

Abbreviation

Description   The realty specialist has examined the
                    prospective applicant/proponent inquiry and has
                    made a determination concerning the request.
                    This interface passes the information to the
                    applicant/proponent.

Data Type   Record

Ability to View   All

Ability to Update   Technical Specialist

Definition   Applicant/proponent name address + legal
                    description + type of lease + stipulations + BLM
                    recommendation + estimates of money for rental,
                    NORA, ads, etc.

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name   Lease Modification

Abbreviation

Description   Letter used by the lessee to request a change to
                        the lease.

Data Type   Record

Ability to View   All

Ability to Update   Lessee

Definition   Lessee name/address + legal description + serial
                        number + date of lease + modification request +
                        justification

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Lessee Reply
Abbreviation	
Description	Lessee's reply to a Compliance Check Form or an Interlocutory Decision.
Data Type	Record
Ability to View	All
Ability to Update	Lessee
Definition	Lessee name/address + legal description + serial number + compliance problem + problem resolution + date + narrative

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Modification Request
Abbreviation	
Description	Letter used by the BLM to begin the processing of the lease modification.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Lessee name/address + legal description + serial number + date of lease + modification request + justification + BLM modification action needed

Data Name	Money
Abbreviation	
Description	Money can be in many different forms, such as cash or check. Money is sent by the applicant/lessee to the BLM as part of processing the lease.
Data Type	Element
Ability to View	Accounting
Ability to Update	Applicant/Lessee
Definition	U.S. currency or equivalent

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name   Offer to Lease

Abbreviation

Description   Proposed contract between the U.S. and the
                     applicant to use the land for the stated purpose.

Data Type   Record

Ability to View   All

Ability to Update   Adjudication, Authorized Officer

Definition   Applicant name/address + serial number + legal
                     description + date of offer + type of lease +
                     stipulations + rental information + offer
                     requirements

Data Name   Proposal

Abbreviation

Description   The form used by a proponent to file for a
                     Section 302 lease, permit, and easement.

Data Type   Record

Ability to View   All

Ability to Update   Proponent

Definition   Proponent name/address + proposal number + legal
                     description of land + specific request +
                     justification

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name   SMA Letter

Abbreviation

Description   BLM letter to a Surface Management Agency
                   requesting information on the proposed lease.

Data Type   Record

Ability to View   All

Ability to Update BLM

Definition   Applicant name/address + legal description +
                   serial number + BLM office + date + lease action
                   + narrative

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	SMA Letter Reply
Abbreviation	
Description	SMA letter to the BLM with the requested information concerning the proposed lease.
Data Type	Record
Ability to View	All
Ability to Update	SMA
Definition	Applicant name/address + legal description + serial number + BLM office + date + lease action + comments

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Solicitor Comments
Abbreviation	
Description	Solicitor comments concerning a particular lease.
Data Type	Record
Ability to View	All
Ability to Update	Solicitor
Definition	Applicant name/address + legal description + serial number + type of lease + solicitor legal comments

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name   Update Information

Abbreviation

Description   Information from an application or lease entered
                         into Case Recordation/ORCA.

Data Type   Record

Ability to View   All

Ability to Update   BLM

Definition   Lessee/applicant name/address + serial number +
                         legal description + acres + county + state +
                         lease type + remarks